# UNDERGRADUATE REQUEST TO TAKE GRADUATE-LEVEL COURSE

**CNU students in Undergraduate Senior status** seeking to enroll in a graduate course must have a grade point average of 3.0 or higher and will be limited to one graduate course ( with any associated laboratory ) per semester and to an overall total of two graduate courses ( with any associated laboratories). The total for these two classes cannot exceed 8 credits. In order to enroll in a second graduate course, the student must earn a grade of B- or better in the first graduate course. If the graduate course is to be used as a substitute course in the major, the student must have the course substitution approved by the appropriate department chair and must attach the *Authorization for Course Substitution* to this form.
Students who are not in senior status **MAY NOT** take graduate-level courses.

**Procedure:**

1. Please complete the information on this form.
2. Submit this form and your CNU LIVE transcript (available online) to the professor of the course that you wish to take and obtain his/her signature of approval.
3. Bring this form with your CNU LIVE transcript to the Office of Graduate Studies or to the Director of Graduate Studies for final approval.
4. Attach the original copy of this form to your *Registration Form* or *Drop/Add Form* and deliver them to the Office of the Registrar. . Take a photocopy of this form to your advisor.
   Your request cannot be processed by the Office of the Registrar without this form

**Teachers in NON-Degree Undergraduate status** seeking to enroll in a graduate course must present a transcript verifying their baccalaureate degree was completed with a cumulative grade point average of 3.0 or higher. A copy of the transcript is acceptable. Please note, you will not receive a grade or quality points for graduate-level courses on the undergraduate transcript.

**Student** _____ **Semester/Year** _____

**CNU Student ID #** _____ **Phone Number** _____

**Email** _____ ***Attach CNU Live Transcript**

**Undergraduate Course Load** ( to be completed by the CNU Student with Undergraduate Senior Status )

| **Course Number** | **Course Title** | **Credit Hours** |
|---|---|---|
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| | | |

**Graduate Course (Course Number, Title and Credits)** for which you are seeking approval**:**

_____

**Approval to take Graduate Course granted**

_____
**Professor of Course** **Date**

**Approval to take Graduate Course granted**

_____
**Office of Graduate Studies** **Date**

_____ **Current CNU Grade Point Average**

_____ **Number of Undergraduate Hours Completed**

_____ **Number of Graduate Hours Previously Attempted**

**cc: Director of Graduate Studies**

***Academic policies appear in the Graduate and Undergraduate Catalogs and must be followed.***

***Rev 3/2011***